

# MultiSite Suite: Cash Management

*User's Manual*

version 6.5.15



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## Overview of Cash Management

The Cash Management module of the MultiSite Suite program provides an easy, efficient way to manage checks, deposits, and other bank account activity.

The Cash Management module exchanges information with the General Ledger module. In addition, vendors entered into the Accounts Payable module can also be used in the Cash Management module. Checks written in Cash Management are added to the vendor history.

With the Cash Management module, users can do all of the following:

- ◆ View bank account activity in a familiar “check register” format.
- ◆ Prepare and print manual checks and deposits.



**Note:** MultiSite users who have access to the Accounts Payable module (AP) might prefer to use the “manual check” program. For those who do not have access to the AP module, the Cash Management module is the only way to write checks.

- ◆ Perform transfers between accounts (within the same bank).
- ◆ Reconcile bank account statements.
- ◆ Generate and print reports.

The Cash Management module has the following features:

- ◆ Microsoft Outlook® user interface design, for simplicity and consistency with other MultiSite modules.
- ◆ Compatibility with Microsoft Office 97®, 2000, and XP.
- ◆ Filters that provide custom views, so that users can see only the information they need to perform their own jobs.
- ◆ Ability to create on-screen checks, deposits, and transfers.
- ◆ Ability to add an unlimited number of bank accounts to the system.
- ◆ Full bank reconciliation capabilities.

- ◆ For any bank account using blank check stock, checks and deposits can be printed on a standard office laser printer.
- ◆ Automatic posting to the General Ledger module.
- ◆ Fast, easy generation of reports that can be viewed, printed, exported to Excel, or sent as an e-mail attachment from one simple window.
- ◆ Security levels limit access to sensitive information, as needed.

## Logging on Cash Management

➤ To log into the Cash Management module, do the following:

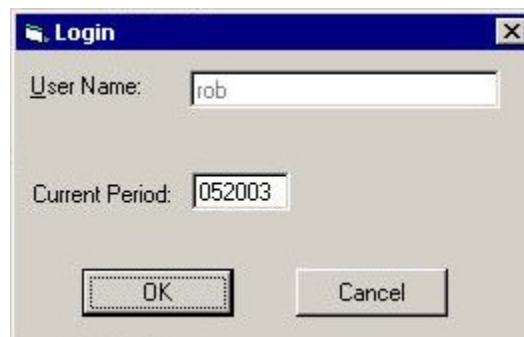
- 1 On your regular Windows® Desktop, double-click the MultiSite shortcut.



or your Remote Desktop Connection Icon.

The system connects to a remote server via the Internet.

A login window appears.



- 2 If it is not already displayed, enter your user name in the User Name text box.
- 3 Keep the default Current Period (the current global period for cash management activity).



**Note:** Only users with special administrative rights to the Cash Management module can change the date in the Current Period text box.

of this window.

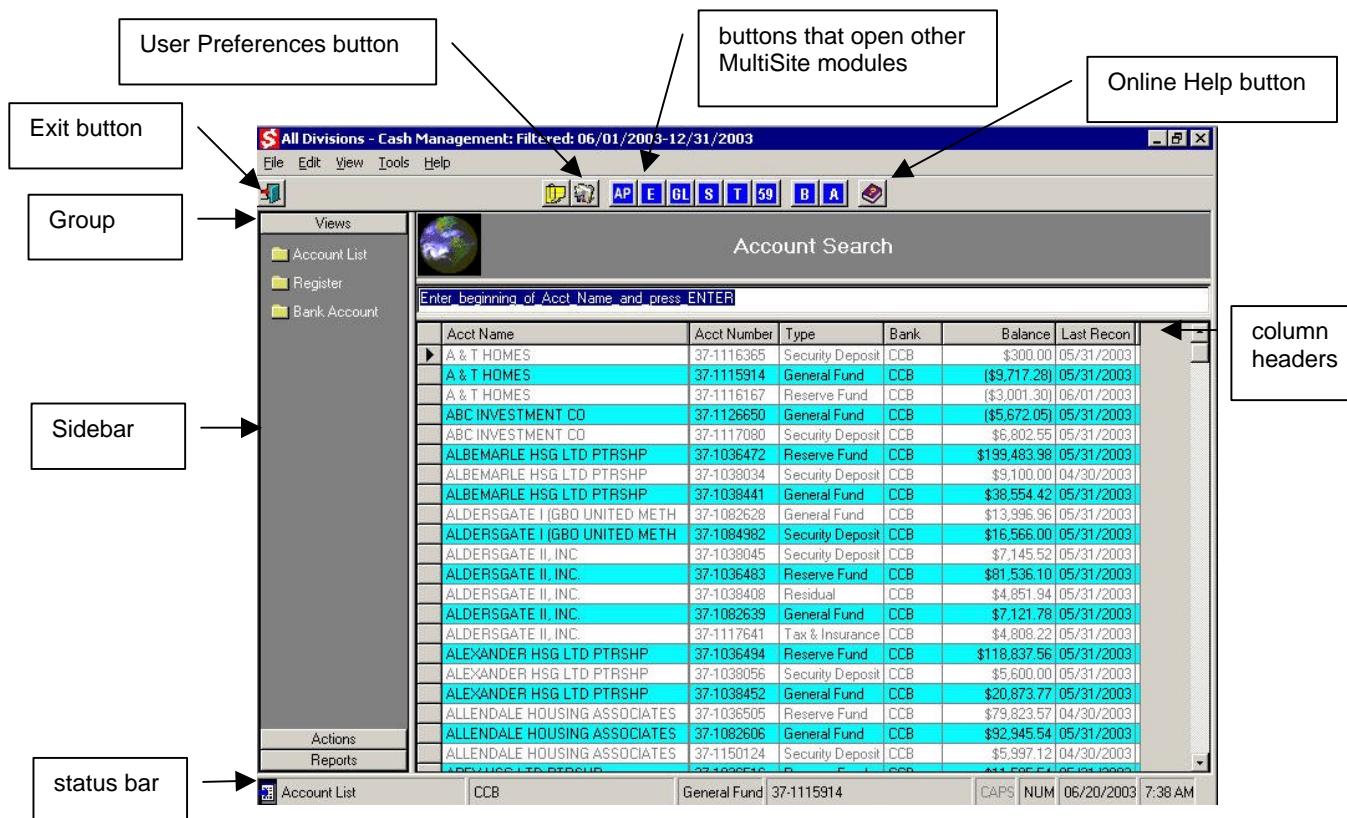
- 4 Click OK.

The default main screen for Cash Management appears, as shown in the next section, *Navigating in Cash Management*.

## Navigating in Cash Management

The modules in MultiSite Suite are designed to look like Microsoft Outlook®, for simplicity and familiarity.

When you first log into Cash Management, the following screen automatically appears:



This default screen is already set up to search for and display a basic list of bank accounts. You would see the same screen if you clicked the Account List folder under Views (for more information, see *Viewing a General List of Accounts*).

## Label Bar/Slider Bar Sections

Cash Management is made up of 3 sections—one for each type of activity:

- ◆ **Views** for displaying bank accounts in various formats and levels of detail.
- ◆ **Actions** for bank account activities (writing, and printing checks, making deposits, transferring funds from one account to another, adding bank accounts, etc.)
- ◆ **Reports** for generating, printing, exporting, and/or sending reports.

To navigate to one of these three areas, click on the corresponding label bar. The label bar slides to the top, revealing the slider bar area underneath. You click the different icons in the slider bars to display different views of



accounts (Views), perform account activities (Actions), or generate different types of reports (Reports).



**Note:** When you first click on a label bar, the other parts of the main screen remain in their previous view until you click an icon inside the newly-opened slider bar.

## Toolbar Buttons

An explanation of each toolbar button is as follows:

- ◆ **Exit** closes the Cash Management program and returns you to the remote server Desktop.

You can also click the Microsoft **x** button at the top right corner of the screen or choose Exit from the File menu.

- ◆ **User Preferences** opens the user preferences window, enabling you to customize the records that you view and manage in Cash Management (for more information, see *Setting User Preferences*).

You can also access user preferences by choosing Preferences from the Tools menu.

- ◆ **Module buttons** in the center of the toolbar open the other modules in the MultiSite Suite.
- ◆ **Online Help** opens the online help for the program.

## Menu Commands

An explanation of each command on the menu bar is as follows:

- ◆ **File** menu enables you to change the setup of your default printer options (Printer Setup). You can also use it to print the current screen that is displayed (Print Screen) or to exit the Cash Management module (Exit).
- ◆ **Edit** menu enables you to select (highlight) all of the rows that are currently displayed in the main screen (Select All) or to de-select any previously selected rows (Select None).

- ◆ **View** menu contains various filtering commands that enable you to filter records that that you view in the system, thus shortening the amount of time that you spend waiting for the system to retrieve unneeded records. For a specific explanation of each filter command, see the subsection *Filtering Records for Customized Viewing* in the topic *Viewing Bank Accounts (Views)*.
- ◆ **Tools** menu enables you to do the following:
  - ✧ The Search command puts the focus of your cursor in the text box above the Account List so that you can enter the first few letters of an account name that you want to locate (for more information, see *Viewing a General List of Accounts*).
  - ✧ The Preferences command lets you set user preferences, such as the default current accounting period, the parameters for some of the record retrieval filters, the location of the printer to which you send checks and deposits, and so forth (see *Setting User Preferences*).
  - ✧ The Show Reminders command lets you set and display reminders to notify you of specific tasks to be done (see *Setting Reminders*).
  - ✧ The Notepad and Calculator commands display the Windows Notepad® and Calculator® (see *Displaying the Windows Notepad & Calculator*).
- ◆ **Help** menu displays the online Help and the version number of Cash Management.

## Shortcut Menu Commands

Short-cut menus are available in certain types of account lists in Cash Management. When you right-click on a record (row) in the list, the short-cut menu commands are displayed, and you can select them to perform additional tasks, such as voiding a check, or to go directly to tasks in the Actions slider bar.

Specific shortcut menu commands for each list are explained in the corresponding topics of this manual.

## Click-level Sorting

Cash Management supports click-level sorting. This means that if you click on any of the column headers in a grid of records, all the records will sort according to that column header. The records sort in ascending order.

For example, if you click the Acct Name column header in the Account List panel below, the records will sort according to Account Name in alphabetical order.

The screenshot shows the 'Account Search' window in the MultiSite Suite Cash Management module. The window title is 'All Divisions - Cash Management: Filtered: 06/01/2003-12/31/2003'. The menu bar includes File, Edit, View, Tools, and Help. The toolbar contains icons for various functions. The left sidebar shows 'Views' with options: Account List, Register, and Bank Account. The main area displays a grid of account records. The columns are: Acct Name, Acct Number, Type, Bank, Balance, and Last Recon. The 'Acct Name' column header is highlighted with a mouse cursor, and a callout box points to it with the text 'column headers'. The status bar at the bottom displays 'Account List', 'CCB', 'General Fund', '37-1115914', 'CAPS', 'NUM', '06/20/2003', and '7:38 AM'.

Acct Name	Acct Number	Type	Bank	Balance	Last Recon
A & T HOMES	37-1116365	Security Deposit	CCB	\$300.00	05/31/2003
A & T HOMES	37-1115914	General Fund	CCB	(\$9,717.28)	05/31/2003
A & T HOMES	37-1116167	Reserve Fund	CCB	(\$3,001.30)	06/01/2003
ABC INVESTMENT CO	37-1126650	General Fund	CCB	(\$5,672.05)	05/31/2003
ABC INVESTMENT CO	37-1117080	Security Deposit	CCB	\$6,802.55	05/31/2003
ALBEMARLE HSG LTD PTRSHP	37-1036472	Reserve Fund	CCB	\$199,483.98	05/31/2003
ALBEMARLE HSG LTD PTRSHP	37-1039034	Security Deposit	CCB	\$9,100.00	04/30/2003
ALBEMARLE HSG LTD PTRSHP	37-1038441	General Fund	CCB	\$38,554.42	05/31/2003
ALDERSGATE I (GBO UNITED METH	37-1082628	General Fund	CCB	\$13,996.96	05/31/2003
ALDERSGATE I (GBO UNITED METH	37-1084982	Security Deposit	CCB	\$16,566.00	05/31/2003
ALDERSGATE II, INC.	37-1039045	Security Deposit	CCB	\$7,145.52	05/31/2003
ALDERSGATE II, INC.	37-1036483	Reserve Fund	CCB	\$81,536.10	05/31/2003
ALDERSGATE II, INC.	37-1038408	Residual	CCB	\$4,851.94	05/31/2003
ALDERSGATE II, INC.	37-1082639	General Fund	CCB	\$7,121.78	05/31/2003
ALDERSGATE II, INC.	37-1117641	Tax & Insurance	CCB	\$4,808.22	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1036494	Reserve Fund	CCB	\$118,837.56	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1038056	Security Deposit	CCB	\$5,600.00	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1038452	General Fund	CCB	\$20,873.77	05/31/2003
ALLENDALE HOUSING ASSOCIATES	37-1036505	Reserve Fund	CCB	\$79,823.57	04/30/2003
ALLENDALE HOUSING ASSOCIATES	37-1082606	General Fund	CCB	\$92,945.54	05/31/2003
ALLENDALE HOUSING ASSOCIATES	37-1150124	Security Deposit	CCB	\$5,997.12	04/30/2003

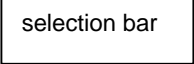
## Status Bar

The status bar at the bottom of the Cash Management screen always tells you where you are in the program. Status information often appears at the top of grids of records, as well.

For example, in the picture above, the type of view is displayed in the status bar, as well above the record grid. If you select a specific bank account, the name of it is displayed in the status bar

## Selecting Specific Records

Many of the records in Cash Management (as well as in other MultiSite modules) display records in a grid, either in the main screen panel or in a popup window. To put your focus on a specific record or row, click anywhere in the row. A small black triangle appears in the selection bar to the left of the record, indicating which record is selected, as shown below.



Acct Name	Acct Number	Type
A & T HOMES	37-1116365	Security Depos
A & T HOMES	37-1115914	General Fund
A & T HOMES	37-1116167	Reserve Fund
ABC INVESTMENT CO	37-1126650	General Fund
ABC INVESTMENT CO	37-1117080	Security Depos
ALBEMARLE HSG LTD PTRSHP	37-1036472	Reserve Fund

## Navigating in Records

You can move your focus from one text box or cell in a record to another by clicking with your mouse or pressing the Tab key on your keyboard. On some panels and windows, you can also press the Enter key on your keyboard.

You can move from one row in a grid to another by clicking with your mouse or pressing the up or down arrow keys on your keyboard.

You can also resize columns in grids by placing your cursor between two column headers and dragging your mouse pointer to the left or right. To save the new column size, so that the system displays it whenever you re-open the grid, click anywhere inside the grid after resizing it.

## Navigation Workflow

Typically, after you log into Cash Management, you click the label bar of the section you want to use, first (Views, Actions, or Reports). Then you click the icon in the corresponding slider bar and continue working in the panels that appear in the main screen or in popup windows that appear.

Before working in the Actions slider bar, you first need to select the account for which you want to perform an action. You do this by selecting the Account List icon in the Views slider bar (see *Viewing a General List of Accounts*).

Specific instructions for each procedure are included in this manual.

## Logging Out of Cash Management

To log out of Cash Management, simply click the exit button on the main screen toolbar. You return to the remote server Desktop.

To log out of the remote server, click the Start button on the Windows Taskbar and choose Log off [Your Username].

## Viewing Bank Accounts (Views)

When you first log into Cash Management, the Views section opens by default, and the Account List view is automatically selected, as shown below.

**All Divisions - Cash Management: Filtered: 06/01/2003-12/31/2003**

File Edit View Tools Help

Views

- Account List
- Register
- Bank Account

Account Search

Enter beginning of Acct Name and press ENTER

Acct Name	Acct Number	Type	Bank	Balance	Last Recon
A & T HOMES	37-1116365	Security Deposit	CCB	\$300.00	05/31/2003
A & T HOMES	37-1115914	General Fund	CCB	(\$9,717.28)	05/31/2003
A & T HOMES	37-1116167	Reserve Fund	CCB	(\$3,001.30)	06/01/2003
ABC INVESTMENT CO	37-1126650	General Fund	CCB	(\$5,672.05)	05/31/2003
ABC INVESTMENT CO	37-1117080	Security Deposit	CCB	\$6,802.55	05/31/2003
ALBEMARLE HSG LTD PTRSHP	37-1036472	Reserve Fund	CCB	\$199,483.98	05/31/2003
ALBEMARLE HSG LTD PTRSHP	37-1038034	Security Deposit	CCB	\$9,100.00	04/30/2003
ALBEMARLE HSG LTD PTRSHP	37-1038441	General Fund	CCB	\$38,554.42	05/31/2003
ALDERSGATE I (GBO UNITED METH	37-1082628	General Fund	CCB	\$13,996.96	05/31/2003
ALDERSGATE I (GBO UNITED METH	37-1084982	Security Deposit	CCB	\$16,566.00	05/31/2003
ALDERSGATE II, INC.	37-1038045	Security Deposit	CCB	\$7,145.52	05/31/2003
ALDERSGATE II, INC.	37-1036483	Reserve Fund	CCB	\$81,536.10	05/31/2003
ALDERSGATE II, INC.	37-1038408	Residual	CCB	\$4,851.94	05/31/2003
ALDERSGATE II, INC.	37-1082639	General Fund	CCB	\$7,121.78	05/31/2003
ALDERSGATE II, INC.	37-1117641	Tax & Insurance	CCB	\$4,808.22	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1036494	Reserve Fund	CCB	\$118,837.56	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1038056	Security Deposit	CCB	\$5,600.00	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1038452	General Fund	CCB	\$20,873.77	05/31/2003
ALLENDALE HOUSING ASSOCIATES	37-1036505	Reserve Fund	CCB	\$79,823.57	04/30/2003
ALLENDALE HOUSING ASSOCIATES	37-1082606	General Fund	CCB	\$92,945.54	05/31/2003
ALLENDALE HOUSING ASSOCIATES	37-1150124	Security Deposit	CCB	\$5,997.12	04/30/2003

Account List CCB General Fund 37-1115914 CAPS NUM 06/20/2003 7:38 AM

Views enable you to display and print account information in various combinations and formats. Each yellow folder icon corresponds to a different type of view. Descriptions of each are as follows:

- ◆ **Account List** displays a general list of bank accounts.
- ◆ **Register** displays the check register for an account you select in the Account List view.
- ◆ **Bank Account** enables you to add and modify account information.



**Tip:** From the Register view, you can go directly to some of the actions in the Actions slider bar by right-clicking on the account for which you want to manage information and using the shortcut menu. You can also use the shortcut menu to reprint, void, change the description of, change the date of, or record an NSF deposit. Specific instructions for each of these tasks appear in this manual.

## Filtering Records for Customized Viewing

You can filter the records that the system displays when you view and manage accounts. In this way, you can shorten the amount of time that you spend waiting for the system to retrieve unneeded records, and you can scroll through records more efficiently.

To filter views, you choose the filtering commands on the View menu in the main screen menu bar.



**Note:** If you are already viewing a list, and then you select or deselect a filter option from the View menu, you must refresh the screen to see the results in the list. You can do this by re-selecting the list from the View slider bar.

The procedures for each type of filter are as follows:

### All Divisions

To view the general Account List for all divisions that are pertinent to your work, select the All Divisions menu command. (For instructions on viewing the Account List, see *Viewing a General List of Accounts*).



**Note:** The system administrator defines the divisions that you see when you select All Divisions.

To view the general Account List for only one division, deselect the All Divisions menu command. The accounts for the division that you selected in the Preferences window appear (see *Setting User Preferences*).

### Filter Acct Type

To view the general Account List for only one account type, select the Filter Acct Type menu command. (For instructions on viewing the Account List, see *Viewing a General List of Accounts*). The accounts for the account type that you selected in the Preferences window appear (see *Setting User Preferences*).

To view the general Account List for all account types, deselect the Filter Acct Type menu command.

### Active Accounts

To view the general Account List for only active accounts (i.e., accounts that the company is currently managing), select the Active Accounts menu command. (For instructions on viewing the Account List, see *Viewing a General List of Accounts*).

To view the general Account List for both active and inactive accounts, deselect the Active Accounts menu command.

## Filter Date Range

When viewing the check register for a specific account and you want to view only those transactions within a specified date, select the Filter Date Range menu command. (For instructions on viewing the Register for an account, see *Viewing & Printing Account Registers*). The check register transactions for the date range that you specified in the Preferences window appear (see *Setting User Preferences*).

To view the all the transactions in the check register of an account, deselect the Filter Date Range menu command.

## Printing Records

Most of the views in the MultiSite Suite can be printed. If a record can be printed, a print button appears on the toolbar, or you can use a Print command on the File menu or shortcut menu.

## Viewing a General List of Accounts

Account List view enables you to view and print bank accounts. You can also manage some of the account information from the Account List view. Specific instructions for each available task are provided in separate topics in this manual.

➤ **To display a general list of accounts, do the following:**

- 1 If the Views label bar isn't already open, click on it to display the various viewing options.
- 2 In the Views slider bar, click the Account List folder icon.

The Account Search panel appears.



**All Divisions - Cash Management: Filtered: 06/01/2003-12/31/2003**

File Edit View Tools Help

Views

- Account List
- Register
- Bank Account

Account Search

Enter beginning of Acct Name and press ENTER

Acct Name	Acct Number	Type	Bank	Balance	Last Recon
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A & T HOMES	37-1116167	Reserve Fund	CCB	(\$3,001.30)	06/01/2003
ABC INVESTMENT CO	37-1126650	General Fund	CCB	(\$5,672.05)	05/31/2003
ABC INVESTMENT CO	37-1117080	Security Deposit	CCB	\$6,802.55	05/31/2003
ALBEMARLE HSG LTD PTRSHP	37-1036472	Reserve Fund	CCB	\$199,483.98	05/31/2003
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ALDERSGATE II, INC.	37-1038045	Security Deposit	CCB	\$7,145.52	05/31/2003
ALDERSGATE II, INC.	37-1036483	Reserve Fund	CCB	\$81,536.10	05/31/2003
ALDERSGATE II, INC.	37-1038408	Residual	CCB	\$4,851.94	05/31/2003
ALDERSGATE II, INC.	37-1082639	General Fund	CCB	\$7,121.78	05/31/2003
ALDERSGATE II, INC.	37-1117641	Tax & Insurance	CCB	\$4,808.22	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1036494	Reserve Fund	CCB	\$118,837.56	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1038056	Security Deposit	CCB	\$5,600.00	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1038452	General Fund	CCB	\$20,873.77	05/31/2003
ALLENDALE HOUSING ASSOCIATES	37-1036505	Reserve Fund	CCB	\$79,823.57	04/30/2003
ALLENDALE HOUSING ASSOCIATES	37-1082606	General Fund	CCB	\$92,945.54	05/31/2003
ALLENDALE HOUSING ASSOCIATES	37-1150124	Security Deposit	CCB	\$5,997.12	04/30/2003

Account List CCB General Fund 37-1115914 CAPS NUM 06/20/2003 7:38 AM



**Tip:** You can shorten the list of accounts that appears by filtering the view by division or account type. In this way, you can avoid lengthy data retrieval times and locate records more efficiently. For instructions, see *Filtering Records for Customized Viewing* in the *Viewing Bank Accounts (Views)* section; also see *Setting User Preferences*, in the Cash Management Manual.

- To locate a specific account in the list, enter the first few letters of the account name in the text box at the top of the panel.

The system scrolls through the list and displays the account(s) that correspond to the letters you entered.

- To select an account in the list, click on any cell in the corresponding row, or use the up or down arrow keys on your keyboard to navigate among the accounts in the list.

After selecting an account, you can view and manage account details by doing any of the following:

Opening the check register or the standard two-column view for bank accounts.

Using the icons in the Actions slider bar.

Choosing menu commands from the shortcut menu that appears when you click the right mouse button in the Account List panel.

- 5 If you want to perform an action (task) for the selected account, right-click on any cell in the account row and choose the action from the various options in the shortcut menu.

Instructions for managing account information are provided in the topics that follow.

## Viewing & Printing Account Registers

After you display a general list of bank accounts, you can easily view and print the register for any account. And, you can reprint or void a check, or you can change the date or description of a deposit.

➤ **To view and print the register of a specific account, do the following:**

- 1 Display and select the account for which you want to view or print the register. For instructions, see *Viewing a General List of Accounts*.
- 2 Open the check register for the selected account by doing one of the following:

Double-click on any cell in the same row as the account.

Select the account and then click the Register icon in the Views slider bar.

Select the account, click the right mouse button, and choose Register from the shortcut menu.

The register of deposits and checks for the selected account appears, as shown below. In addition to the usual register information, a Source column appears, indicating the module in which the transactions were entered into the system (either Cash Management or Accounts Payable).



**Tip:** It is advisable to shorten the list that the system retrieves by filtering the view according to a specified date range. In this way, you can avoid lengthy data retrieval times and locate records more efficiently. For instructions, see *Filtering Records for Customized Viewing* in the *Viewing Bank Accounts (Views)* section; see also *Setting User Preferences*,

in the Caash Management Manual.

**Register for WEST CONWAY HOUSING ASSOCIATES**

Date	Chk #	Payee	Description	Amount	Balance	Source	Clear
02/24/2003	1003	HBM RENT ACCT	RE01C ISSAC	(\$52.00)	\$6,900.00	CashM	<input checked="" type="checkbox"/>
03/07/2003	1004	WANDA STEWART	RE02D	(\$200.00)	\$6,700.00	CashM	<input checked="" type="checkbox"/>
03/13/2003	DEP	AMINAH CRUMP	RE01C CK#2944	\$200.00	\$6,900.00	CashM	<input checked="" type="checkbox"/>
03/13/2003	DEP	DANIELLE REAVES	RE02D MO#383700	\$200.00	\$7,100.00	CashM	<input checked="" type="checkbox"/>
03/17/2003	DEP	BRANDON COOPER	RE06F MO#0069	\$200.00	\$7,300.00	CashM	<input checked="" type="checkbox"/>
04/16/2003	1005	MARY ELVIS	RE06B	(\$200.00)	\$7,100.00	CashM	<input checked="" type="checkbox"/>
05/29/2003	1006	EBONY JOHNSON	RE07F	(\$200.00)	\$6,900.00	CashM	<input checked="" type="checkbox"/>
06/06/2003	DEP	LASHARON GAGUM	RE07F MO#1051	\$500.00	\$7,400.00	CashM	<input checked="" type="checkbox"/>
06/06/2003	1007	HBM RENT ACCT	RE07F LASHARON	(\$300.00)	\$7,100.00	CashM	<input checked="" type="checkbox"/>
06/17/2003	DEP	BEATRICE KOKER	RE06B MO#347	\$200.00	\$7,300.00	CashM	<input checked="" type="checkbox"/>
06/18/2003	DEP	RACHEL MARSHALL	RE01F MO#4751	\$200.00	\$7,500.00	CashM	<input checked="" type="checkbox"/>

**Transaction Detail Lines**

Site #	GL Acct	Unit #	Description	Amount
123	1191	?	RE01F MO#4751	\$200.00
123	2191	?	RE01F MO#4751	(\$200.00)

- To view details about debits and credits for a check or deposit, select it in the main register list.

The corresponding detail lines appear at the bottom of the panel, as shown above.

- If you want to clear a check or deposit, select the empty check box in the corresponding Cleared column in the main register list. If you want to reverse a cleared status, click inside the marked check box, to remove the check mark; then click Yes in the confirmation message that appears.



**Note:** Although this option is available, it is not advisable to clear a transaction in this way. Normally, checks and deposits are cleared during the reconciliation process (see *Reconciling Accounts*).

- To print the register, right-click on any cell in the list and choose Print Check Register from the shortcut menu.



**Tip:** You can also print the register by selecting an account in the general Account List view (see *Viewing a General List of Accounts*) or by displaying the account in Bank Account view (see *Viewing & Modifying General Bank Account Details*). After selecting or displaying the account, click the right mouse button and choose Print Check Register from the

shortcut menu.

- 6 If you want to go directly to the Actions slider bar and perform a task for the account, right-click on any cell in the list and choose the action from the shortcut menu.

## Reprinting Checks & Deposits

A quick way to reprint a check or deposit is to do so from the account Register view.

➤ **To reprint a check or deposit, do the following:**

- 1 Display the register that includes the check or deposit you want to reprint. For instructions, see *Viewing & Printing Account Registers*.
- 2 Double-click on any cell in the same row as the check or deposit that you want to reprint.

The check or deposit appears in a window.

- 3 In the lower right part of the window, click the Print button.

The check or deposit is sent to the printer.



**Tip:** You can change the network printer that you use to print checks. For more information see *Setting User Preferences*.

## Voiding Checks & Deposits

A quick way to void a check or deposit is to do so from the account Register view.



**Note:** You cannot undo the voiding of a check or deposit.

➤ **To void a check or deposit, do the following:**

- 1 Display the register that includes the check or deposit you want to reprint. For instructions, see *Viewing & Printing Account Registers*.

- 2 Select the check or deposit you want to void by clicking on any cell in the same row; then click the right mouse button.
- 3 From the shortcut menu, choose Void Check or Void Deposit.

A message box appears, asking if you are sure that you want to void the check or deposit.

- 4 Read the identifying information about the check or deposit in the message box. If it identifies the check or deposit that you intended to void, click Yes in the message box. Otherwise, click No and start again from step 2.

A Void Confirmation window appears.

VOID Confirmation Form

Summary Info:

Check to Void Summary Information:  
Check No: DEP  
Date: 06/20/2003  
Payee: Test Dep  
Description: Test Dep  
Amount: \$1.00

Period Post: 062003  
Date to VOID: 06/20/2003

Cancel VOID

- 5 In the Period Post text box, enter the period to which you are posting the voided check or deposit to General Ledger.



**Tip:** Typically, this would be the current period.

- 6 In the Date text box, enter the date of the void status for the check or deposit.



**Tip:** Typically, this would be today's date.

- 7 Click the Void button.



**Note:** Once you click the Void button, you cannot reverse the void status of the check or deposit.

When the system finishes voiding the check or deposit, a “Void Succeeded” message appears.

- 8 Click OK to close the message box.

The check or deposit is voided. You return to the main screen.

## Changing Check & Deposit Dates

A quick way to change the date of a check or deposit is to do so from the account Register view.

➤ **To change the date of a check or deposit, do the following:**

- 1 Display the register that includes the check or deposit for which you want to change a date. For instructions, see *Viewing & Printing Account Registers*.
- 2 Select the check or deposit for which you want to change a date by clicking on any cell in the same row; then click the right mouse button.
- 3 From the shortcut menu, choose Change Date.

A message box appears, asking if you are sure that you want to change the date of the check or deposit.

- 4 Read the identifying information about the check or deposit in the message box. If it identifies the check or deposit for which you intended to change the date, click Yes in the message box. Otherwise, click No and start again from step 2.

An Enter New Date window appears.

- 5 Enter the date that you want to assign to the check or deposit in the Enter the New Date text box.
- 6 Click OK.

The date is changed. You return to the main screen.

## Changing Check & Deposit Descriptions

A quick way to change the description of a check or deposit is to do so from the account register view.



**Note:** When you change a check or deposit description in Cash Management, the change does *not* appear in the corresponding record in the General Ledger module.

➤ **To change the description of a check or deposit, do the following:**

- 1 Display the register that includes the check or deposit for which you want to change a description. For instructions, see *Viewing & Printing Account Registers*.
- 2 Select the check or deposit for which you want to change a description by clicking on any cell in the same row; then click the right mouse button.
- 3 From the shortcut menu, choose Change Description.

A message box appears, asking if you are sure that you want to change the description of the check or deposit.

- 4 Read the identifying information about the check or deposit in the message box. If it identifies the check or deposit for which you intended to change the description, click Yes in the message box. Otherwise, click No and start again from step 2.

An Enter New Description window appears.

- 5 Enter the description that you want to assign to the check or deposit in the Enter the New Description text box.
- 6 Click OK.

The description is changed. You return to the main screen.

## Recording NSF's for Cash Management Deposits

A quick way to record an NSF for a deposit is to do so from the account Register view.





**Note:** You should only NSF Checks from the Tenant Module in the Tenant Module

➤ **To record an NSF for a Cash Management deposit, do the following:**

- 1 Display the register that includes the deposit for which you want to record an NSF. For instructions, see *Viewing & Printing Account Registers*.
- 2 Select the deposit for which you want to record an NSF by clicking on any cell in the same row; then click the right mouse button.
- 3 From the shortcut menu, choose NSF Deposit.

A message box appears, asking if you are sure that you want to record the NSF for the deposit.

- 4 Read the identifying information about the deposit in the message box. If it identifies the deposit for which you intended to record the NSF, click Yes in the message box. Otherwise, click No and start again from step 2.

The NSF Confirmation window appears.

- 5 In the Period Post text box, enter the period to which you are posting the NSF to General Ledger



**Tip:** Typically, this would be the current period.

- 6 In the Date text box, enter the date of the NSF.





**Tip:** Typically, this would be today's date.

- 7 Click the NSF button.



**Note:** Once you click the NSF button, you cannot reverse the NSF status of the deposit.

When the system finishes recording the NSF, a “NSF Succeeded” message appears.

- 8 Click OK to close the message box.
- 9 Close the NSF Confirmation window by clicking Cancel or the **x** button in the top right corner of the window.

The NSF is recorded. You return to the main screen.

## Viewing & Modifying General Bank Account Details

Inside the Views section, you can view or modify any of the general details about a bank account, such as the bank name, city, contact name, fax number, e-mail address, and so forth. The information you change is then displayed correctly in the various panels and windows throughout the system.

➤ **To view and modify general information about a bank account, do the following:**

- 1 Display and select the account, using the instructions in the topic *Viewing a General List of Accounts*.
- 2 Do one of the following:

Right-click on the account you selected in step 1 and choose Edit Account from the shortcut menu in the Account List view.

In the Views slider bar, click the Bank Account folder icon.

The standard two-column view of the bank account appears, displaying the details about the selected account.

Field	Value
Acct Number *Not Updatable*	37-1149981
Site Number	123
Acct_Type	Security Deposit
Commercial	False
Name Acct	WEST CONWAY HOUSING ASSOCIATES
Name Bank	CCB
Check Number	1007
A B A	053100465
Last Rcl Date	03/31/2003
Bank Rcl Amt	7448
Int S Ch Rcl Amt	0
Bank City	GREENSBORO
Bank State	NC
Cmt Balance	7500
Gl Acct Number	1191
Gl Acct Num Int	2191
Gl Acct Num Srv	2191
Gl Acct Num Out	1191
Gl Acct Num 1	1191
Gl Acct Num 2	0
Gl Acct Num 3	0
Gl Acct Num 1 Bal	7300
Gl Acct Num 2 Bal	0

Bank Account: CCB    Security Deposit    37-1149981    CAPS NUM    06/20/2003    7:44 AM

- To change information, double-click on the corresponding cell in the Field or Value column.

The Editing window appears.

Editing Bank State Field

Existing BankState Value: NC

New BankState Value: NC

Data Field Type = 'Character'

OK    Browse    Cancel

The current value appears in the Existing text box, at the top. This text box is for reference purposes, only.

- Do one of the following:

In the New text box, enter the new value, manually.

Click the Browse button to display all the possible values; they appear in the larger blank text box in the lower left part of the window. Then, select the one you want to enter by clicking on it.

- Click OK.

The information is changed, and you return to the main screen.

- If you want to go directly to the Actions slider bar and perform a task for the account, right-click on any cell in the list and choose the action from the shortcut menu.



**Tip:** You can also print all rows or selected rows in the Bank Account view from the shortcut menu.

## Managing Account Information (Actions)

When you click the Actions label bar on the main screen of the Cash Management module, the following icons appear in the Actions slider bar:

Action icons →

Acct Name	Acct Number	Type	Bank	Balance	Last Recon
A & T HOMES	37-1116365	Security Deposit	CCB	\$300.00	05/31/2003
A & T HOMES	37-1115914	General Fund	CCB	(\$9,718.28)	05/31/2003
A & T HOMES	37-1116167	Reserve Fund	CCB	(\$3,001.30)	06/01/2003
ABC INVESTMENT CO	37-1126650	General Fund	CCB	(\$5,672.05)	05/31/2003
ABC INVESTMENT CO	37-1117080	Security Deposit	CCB	\$6,802.55	05/31/2003
ALBEMARLE HSG LTD PTRSHP	37-1036472	Reserve Fund	CCB	\$199,483.98	05/31/2003
ALBEMARLE HSG LTD PTRSHP	37-1038034	Security Deposit	CCB	\$9,100.00	04/30/2003
ALBEMARLE HSG LTD PTRSHP	37-1038441	General Fund	CCB	\$38,554.42	05/31/2003
ALDERSGATE I (GB0 UNITED METH	37-1082628	General Fund	CCB	\$13,996.96	05/31/2003
ALDERSGATE I (GB0 UNITED METH	37-1084982	Security Deposit	CCB	\$16,566.00	05/31/2003
ALDERSGATE II, INC.	37-1038045	Security Deposit	CCB	\$7,145.52	05/31/2003
ALDERSGATE II, INC.	37-1036483	Reserve Fund	CCB	\$81,536.10	05/31/2003
ALDERSGATE II, INC.	37-1038408	Residual	CCB	\$4,851.94	05/31/2003
ALDERSGATE II, INC.	37-1082639	General Fund	CCB	\$7,121.78	05/31/2003
ALDERSGATE II, INC.	37-1117641	Tax & Insurance	CCB	\$4,808.22	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1036494	Reserve Fund	CCB	\$118,837.56	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1038056	Security Deposit	CCB	\$5,600.00	05/31/2003
ALEXANDER HSG LTD PTRSHP	37-1038452	General Fund	CCB	\$20,873.77	05/31/2003
ALLENDALE HOUSING ASSOCIATES	37-1036505	Reserve Fund	CCB	\$79,823.57	04/30/2003
ALLENDALE HOUSING ASSOCIATES	37-1082606	General Fund	CCB	\$92,945.54	05/31/2003
ALLENDALE HOUSING ASSOCIATES	37-1150124	Security Deposit	CCB	\$5,997.12	04/30/2003



**Note:** Until you click an icon in the Actions slider bar (or select one from a shortcut menu in a view), the other parts of the main screen remain in their previous view. In the picture above, the last icon clicked was the Account List icon in the Views slider bar; therefore, a general list of account information is listed in the center of the screen.

Actions enable you to manage the account information in Cash Management. Each yellow folder icon corresponds to a different action that you can select to add or modify information. Descriptions of each action are as follows:

- ◆ **Check** enables you to write a check.
- ◆ **Deposit** enables you write a deposit to the system.
- ◆ **Transfer** enables you to transfer funds from one account to another (within the same bank).
- ◆ **Reconciliation** enables you to reconcile accounts with their corresponding bank statements.
- ◆ **Add Account** enables you to add new bank accounts to the system.
- ◆ **Add Link** enables Cash Management users who also use the Tenant and/or Accounts Payable module to set up links that “tell” those modules which account to use to deposit rents and security deposits and to write checks.
- ◆ **Import Settlement** is a system administrator’s procedure. For information about it, see the *Cash Management Administrator’s Guide*.
- ◆ **SD Interest** enables you to allocate interest that is earned on security deposits to the corresponding tenants’ accounts.

## Writing Checks

The Check action enables you to write a check, print it, and post it to General Ledger.

- **To write checks in the Cash Management system, do the following:**
- 1 Display and select the account for which you want to write a check, using the instructions in the topic *Viewing a General List of Accounts*.
  - 2 Do one of the following:

Right-click on the account you selected in step 1 and choose Check from the shortcut menu in the Account List view.

Click the Actions label bar to open the Actions slider bar and click the Check folder icon.

The Write a Check window appears.

WRITE A CHECK ON 37-1115903

File Options Help

CCB

ARLEE STEDMAN  
General Fund

Pay to the Order of

Address

City, State Zip

Amount: Dollars

For

0 00001060 0 T 053100465 T 37d1115903 11

Check Detail Line Items (PRESS F2 for GL Account List)

Site#	Acct#	Unit#	Description	Debit	Credit
*					

Write Check

Print

Cancel

Vendor ID text box

The cursor is automatically positioned in the first blank text box of the on-screen check. This is the Vendor ID text box.

**3** In the Vendor ID text box, do one of the following:

If you know the Vendor ID number, enter it in the Vendor ID text box.

If you know that the vendor is a one-time vendor, and there is no need to be concerned about 1099 status or a vendor history, enter the number **1** in the Vendor ID text box. This makes the vendor name and address text boxes in the window available for data entry. Enter the vendor name and address in the corresponding text boxes.

If you need to look up the Vendor ID number, do the following:

- a) Double-click inside the Vendor ID, press F2 or just press ENTER in the blank Vendor ID box text box to display the following search window.

Type partial name, press ENTER (DbClick to accept)		
Vendor ID	Vendor Name	B Street

- b) In the text box at the top of the search window, enter the first few characters of the vendor's name and press ENTER.

The corresponding vendors appear in a list.

Type partial name, press ENTER (DbClick to accept)		
Vendor ID	Vendor Name	B Street
44757	LOWES BUSINESS ACCOUNT	
LOWESBUS11	LOWES BUSINESS ACCOUNT	
LOWESBUSN1	LOWES BUSINESS ACCOUNT	
44493	LOWES BUSINESS ACCOUNT DEPT 79	
LOWES BUS1	LOWES BUSINESS ACCOUNT/GECE	PO BOX 4554 DEPT 79
LOWES1	LOWES HOME CENTER	SGN 0404
44604	LOWES HOME CENTER, INC. NES 0433	
LOWES	LOWES HOME IMPROVEMENT	LOWES BUSINESS ACCOUNT
44010	LOWES OF ALBEMARLE AMN 0155	
44079	LOWES OF CHRISTIANBURG CIV 0447	
44123	LOWES OF DURHAM OCN 0352	
44111	LOWES OF EASLEY, SC ELS 0469	
44514	LOWES OF ELIZABETH ECN 0347	
44014	LOWES OF FRANKLIN SQ	
44015	LOWES OF GAFFNEY GNS 0134	
44370	LOWES OF GREENVILLE GVS 0386	
44226	LOWES OF HENDERSON NC HDM 0226	

- c) In the list, double-click on the name of the vendor or get focus on the vendor and press ENTER, for which you want to write a check.

You return to the Write a Check window. The Vendor ID number and corresponding vendor address appear automatically.

- 4 In the Write a Check window, navigate out of the Vendor ID text box to the Date text box.

The address of the vendor and the current date appear in the corresponding text boxes.





**Tip:** To avoid missing a text box as you enter information, you can use the Tab key on your keyboard to navigate in the window.

5 Do one of the following:

- ◆ If you want to write a regular check that has a check number, skip to step 6.
- ◆ If you want to write a “counter check”—a check that does not have a sequential check number (e.g., if you want to create a “check-like” credit to the selected bank account for services charges), open the Options menu in the Write a Check window and choose Counter Check. Then go to step 6.

The check number is cleared from the on-screen check and replaced with the label “Counter.”



**Note:** Besides using the “Counter Check” option as a way to split out service charges and Interest, you can enter a check number in the text box where the word “COUNTER” is displayed. For example, you might have another check book for site personnel for emergency use. If a check number is used from another check book then enter the actual check number in that space.

- 6 If you want to change the date, you can enter a different one in the Date text box.
- 7 In the \$ text box, enter the amount of the check (e.g. 40.55).
- 8 In the For text box at the bottom of the check, enter a brief description for the check (e.g., office supplies).



**Note:** It is strongly recommended that you enter a description. The system copies the description to the debit and credit detail lines (which you can change in that part of the window) and to the Description cell of the check register. It also appears when you reconcile the corresponding account.

- 9 Navigate outside the For text box.

The detail line items for the check appear in the lower part of the window, as shown below.

**WRITE A CHECK ON 37-1115903**

File Options Help

CCB

ARLEE STEDMAN  
General Fund

LOWES HOM1 Date 06/12/2003 1060

Pay to the Order of LOWES HOME IMPROVEMENT \$ 150.00

Address LOWES BUSINESS ACCOUNT

PO BOX 4554 DEPT 79

City, State Zip CAROL STREAM IL 60197-4554

Amount: One Hundred Fifty and 00/100 Dollars

For Supplies

0 00001060 0 T 053100465 T 37d1115903 11

Check Detail Line Items (PRESS F2 for GL Account List)						
	Site#	Acct#	Unit#	Description	Debit	Credit
	265	1120		Supplies		\$150.00
	265	6541		Supplies	\$105.00	
	265	6542		Supplies	\$45.00	
*						

Write Check

Print

Cancel

All the information about the credit automatically appears in the detail lines.



**Tip:** You can change any of the information that appears in any of the detail lines.

**10** In the debit line, navigate to the Acct# cell and do one of the following:

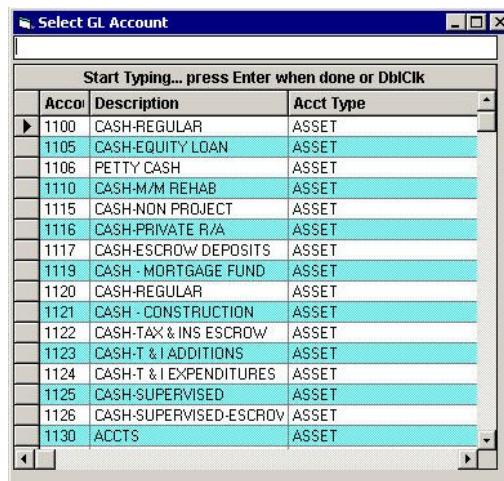
If you know the General Ledger account number, enter it.

If you do not know the General Ledger account number, do the following:

a) With your cursor in the Acct# cell, press F2.

The Select GL Account window appears.





- b) In the text box at the top of the window, enter the first few numbers of the account number. The corresponding GL account numbers appear.
- c) Locate the account number you want and select it by clicking anywhere in the corresponding row.
- d) Press Enter on your keyboard.

The search window closes, you return to the Write a Check window, and the account number appears in the Acct# text box.

- 11 If you want to modify any of the information in the detail lines, select the corresponding cells and enter alternate words or numbers.
- 12 If you want to add any more detail line items, place your cursor in the last row and press the down arrow key on your keyboard.

Another line item appears at the bottom of the list.

- 13 If you add another detail line (step 12), enter (or search for) the account number in the Acct# cell, and enter the dollar amount in the Debit or Credit cell. Then, be sure to add another detail line to balance the line item you just added (enter an equal credit for the debit, or vice versa).



**Note:** If you add a detail line item in error and you want to delete it, select it by clicking on the selection bar in the same row. Then press the Delete key on your keyboard. A message box appears. Click Yes in the message box.

- 14 Click the Write Check button.



**Note:** The system validates the line items of the check to see if they are in balance. If they are not, the system displays a warning message. If this happens, go back to the line items, balance them, and click the Write a Check button again.

A message box appears, asking if you want to post the check to the current period.

**15** Do one of the following:

If you want to post the check to the current period, click Yes in the message box.

If you want to post the check to a past or future period, click No. A posting period window appears. Enter the period to which you want to post the check in **mm/yyyy** format and click OK.



**Note:** Once you post a check, you cannot change the period to which you have posted it. If you post it to the wrong period, you must void the check, write a new one in its place, and post it to the correct period.

The check is sent to the printer.



**Tip:** You can change the network printer to which the check is sent. For more information, see *Setting User Preferences*.

You return to a blank check in the Write a Check window, which you can use to write another check.

**16** If you want to write another check, repeat the instructions above, starting with step 3.

**17** To exit the Write a Check window, click the **x** button in the upper right corner or the Cancel button in the lower right part of the window.

You return to the main screen. If you view the Register for the corresponding account, the check appears in the list see *Viewing & Printing Account Registers*).

## Making Deposits

The Deposit action enables you to record a deposit, print a deposit slip, and post the deposit to General Ledger.

➤ **To make deposits in the Cash Management system, do the following:**

- 1 Display and select the account for which you want to make a deposit, using the instructions in the topic *Viewing a General List of Accounts*.
- 2 Do one of the following:

Right-click on the account you selected in step 1 and choose Deposit from the shortcut menu in the Account List view.

Click the Actions label bar to open the Actions slider bar and click the Deposit folder icon.

The Make a Deposit window appears.

**Make a Deposit**

File

CCB  
Deposit

Date: 06/12/2003  
Name: ARLEE STEDMAN  
Type: General Fund

Payor: J&J Laundry Amount: 25.23

For: Laundry Income

T 053100465 T 37d1115903 37-

Site#	Acct#	Unit#	Description	Debit	Credit
265	1120		Laundry Income	\$25.23	
265	5910		Laundry Income		\$25.23
*					

Deposit and Post  
Deposit NO Post  
Print  
Cancel



**Note:** The example shown is for Laundry money, but you might actually deposit this from the Tenants module. This depends on how you setup MultiSite.

Using the check that was given to you to deposit, enter the following:

- 3 If the default date in the window is incorrect, change the date to the correct deposit date.
- 4 In the Payor text box, enter the name of the payor.
- 5 In the Amount text box, enter the amount of the deposit (e.g. 125.15).
- 6 In the For text box, enter a description of the deposit.
- 7 Navigate outside the For text box.

The detail line items for the deposit appear in the lower part of the window, as shown above.

All the information about the debit automatically appears in the detail lines.



**Tip:** You can change any of the information that appears in any of the detail lines.

- 8 In the credit line, navigate to the Acct# cell and do one of the following:

If you know the General Ledger account number, enter it.

If you do not know the General Ledger account number, do the following:

- a) With your cursor in the Acct# cell, press F2.

The Select GL Account window appears.

Acct#	Description	Acct Type
1100	CASH-REGULAR	ASSET
1105	CASH-EQUITY LOAN	ASSET
1106	PETTY CASH	ASSET
1110	CASH-M/M REHAB	ASSET
1115	CASH-NON PROJECT	ASSET
1116	CASH-PRIVATE R/A	ASSET
1117	CASH-ESCROW DEPOSITS	ASSET
1119	CASH - MORTGAGE FUND	ASSET
1120	CASH-REGULAR	ASSET
1121	CASH - CONSTRUCTION	ASSET
1122	CASH-TAX & INS ESCROW	ASSET
1123	CASH-T & I ADDITIONS	ASSET
1124	CASH-T & I EXPENDITURES	ASSET
1125	CASH-SUPERVISED	ASSET
1126	CASH-SUPERVISED-ESCROW	ASSET
1130	ACCTS	ASSET

- b) In the text box at the top of the window, enter the first few numbers of the account number. The corresponding GL account numbers appear.
- c) Locate the account number you want and select it by clicking anywhere in the corresponding row.
- d) Press Enter on your keyboard.

The search window closes, you return to the Make a Deposit window, and the account number appears in the Acct# text box.

- 9 If you want to modify any of the information in the detail lines, select the corresponding cells and enter alternate words or numbers.
- 10 If you want to add any more detail line items, place your cursor in the last row and press the down arrow key on your keyboard.

Another line item appears at the bottom of the list.

- 11 If you add another detail line (step 10), enter (or search for) the account number in the Acct# cell, and enter the dollar amount in the Debit or Credit cell. Then, be sure to add another detail line to balance the line item you just added (enter an equal debit for the credit, or vice versa).



**Note:** If you add a detail line item in error and you want to delete it, select it by clicking on the selection bar in the same row. Then press the Delete key on your keyboard. A message box appears. Click Yes in the message box.

- 12 Do one of the following:

If you want to make the deposit and post it to General Ledger, click the Deposit and Post button in the lower right part of the window. Continue with step 13.

If you want to make the deposit *without* posting it to General Ledger, click the Deposit NO Post button in the lower right part of the window (see important Note below). Skip to step 14.

**Notes:**

- ◆ Most of the time, it is necessary to post the deposit to General Ledger. However, you can use the Deposit NO Post button to enter beginning balances, adjustments, and other deposit activities that would not involve posting to GL.
- ◆ The system validates the line items of the deposit to see if they are in balance. If they are not, the system displays a warning message. If this happens, go back to the line items, balance them, and click the Deposit button again.

- 13** If you clicked the Deposit and Post button, a message box appears, asking if you want to post the deposit to the current period. Do one of the following:

If you want to post the deposit to the current period, click Yes in the message box.

If you want to post the deposit to a past or future period, click No. A posting period window appears. Enter the period to which you want to post the deposit in **mm/yyyy** format and click OK.



**Note:** Once you post a deposit, you cannot change the period to which you have posted it. If you post it to the wrong period, you must void the deposit, write a new one in its place, and post it to the correct period.

A message box appears, asking if you want to print the deposit.

- 14** If you want to print the deposit, click Yes. If not, click No.

The deposit is sent to the printer.



**Tip:** You can change the network printer to which the deposit is sent. For more information, see *Setting User Preferences*.

You return to a blank deposit slip in the Make a Deposit window, which you can use to make another deposit.

- 15** If you want to make another deposit, repeat the instructions above, starting with step 3.
- 16** To exit the Make a Deposit window, click the **x** button in the upper right corner or the Cancel button in the lower right part of the window.

You return to the main screen. If you view the Register for the corresponding account, the deposit appears in the list see *Viewing & Printing Account Registers*).

## Transferring Funds

The Transfer action enables you to transfer funds from one account to another and post the transfer to General Ledger. At the end of the procedure, the system prints a fax that you can fax to the bank to initiate the transfer.



**Note:** You can only use the Transfer action for different accounts within the same bank. You *cannot* use it to transfer funds from one bank to another.

➤ **To transfer funds, do the following:**

- 1 Display and select the account from which you want to transfer funds (i.e., the account from which you are removing funds), using the instructions in the topic *Viewing a General List of Accounts*.
- 2 Do one of the following:

Right-click on the account you selected in step 1 and choose Transfer from the shortcut menu in the Account List view.

Click the Actions label bar to open the Actions slider bar and click the Transfer folder icon.

The Bank Transfer Authorization window appears. The account name and number and the current date are automatically entered.



**BANK TRANSFER AUTHORIZATION FORM**

File

**WITHDRAWAL (DEBIT) FROM:**

Description: CCB - 37-1115903(General Fund)

Site #	GL #	Unit #	Description	Debit	Credit

**DEPOSIT (CREDIT) TO:**

Description:

Site #	GL #	Unit #	Description	Debit	Credit

**Amount**

Date: 06/12/2003

FAX #: 373-5143

ATTN: Mary Bolling

Post

Print

Close

- 3 In the Amount text box, enter the amount that you want to transfer.
- 4 If you do not want to use today's date for the transfer date, change the date in the Date text box in the right section of the window.
- 5 In the Description text box, enter a description of the transfer.
- 6 Navigate outside the Description text box.

When you move your cursor outside the Description text box, the system enters the amount you entered in the Debit and Credit columns of the Withdrawal From (top half) section of the window, as shown below:

**BANK TRANSFER AUTHORIZATION FORM**

File

**WITHDRAWAL (DEBIT) FROM:**

Description: CCB - 37-1115903(General Fund)

Description: transfer funds

Site #	GL #	Unit #	Description	Debit	Credit
265	1120		transfer funds		\$50.00
265	6450		transfer funds	\$50.00	

**Amount**

\$50.00

Date: 06/12/2003

FAX #: 373-5143

ATTN: Mary Bolling

- 7 If you want to change the description in the detail lines, enter it in the Description cell of the corresponding detail line items.



- 8 In the GL# cell of the row containing the debit, enter the General Ledger account number for the debit from which the funds are being transferred.
- 9 In the Deposit To (lower half) section of the window, click the ellipsis button located to the right of the top text box.

The Account Search window appears.

- 10 In the text box at the top of the window, enter the first few characters of the account name to which you are transferring the funds.

The corresponding accounts appear in the window.

- 11 Locate the account to which you are transferring the funds and select it by clicking anywhere in the corresponding row.
- 12 Press the Enter key on your keyboard.

The search window closes, you return to the Bank Transfer Authorization window. The number of the account you just selected

appears in the top text box in the Deposit To (lower half) section of the window.

- 13 If you want a more specific description for the transfer, enter it in the Description cell of the corresponding detail line items.
- 14 In GL# cell of the row containing the credit, enter the General Ledger account number for the credit to which the funds are being transferred.
- 15 Click the Post button in the lower right part of the window.

A message box appears, asking if you want to post the transfer to the current period.

- 16 Do one of the following:

If you want to post the transfer to the current period, click Yes in the message box.

If you want to post the transfer to a past or future period, click No. A posting period window appears. Enter the period to which you want to post the transfer in **mm/yyyy** format and click OK.

- 17 Click the Print button in the lower right part of the window.

A copy of the transfer that you can fax to the bank appears in the Reports window.

Bank: CCB  
FAX#: 373-5143  
ATTN: Mary Bolling

**HARRIS BROWN MANAGEMENT**  
BANK TRANSFER AUTHORIZATION

CCB - 37-1115903 ARLEN SYSTEMS AB	WITHDRAWAL (DEBIT) FROM:	\$50.00
CCB - 37-1116172 ARLEN SYSTEMS AB	DEPOSIT (CREDIT) TO:	\$50.00

- 18 On the Reports window toolbar, click the Print button.

The transfer authorization is sent to the printer.

- 19 Click the **x** on the toolbar or in the upper right corner of the window to close the Reports window.

You return to the Bank Transfer Authorization window.

- 20 To exit the Bank Transfer Authorization window, click the **x** button in the upper right corner or the Close button in the lower right part of the window.

You return to the main screen.

## Reconciling Accounts

The Reconciliation action makes it easy to reconcile bank statements with accounts in the Cash Management system and to post the interest to General Ledger.

➤ **To reconcile a bank statement with an account, do the following:**

- 1 In the Preferences window, make sure that the Reconcile Period text box displays the same month and year as the bank statement that you are reconciling. If the period is not identical, change the Reconcile Period in the Preferences window so that it matches the one in the bank statement. For instructions, see *Setting User Preferences*.
- 2 Display and select the account you want to reconcile, using the instructions in the topic *Viewing a General List of Accounts*.
- 3 Do one of the following:

Right-click on the account you selected in step 1 and choose Reconciliation from the shortcut menu in the Account List view.

Click the Actions label bar to open the Actions slider bar and click the Reconciliation folder icon.

The Reconciliation window appears. The text boxes display values from last time that the account was reconciled.

HOI LTD PTRSHP OF ALLENDALE Reconciliation for Period 052003

File View Tools

HOI LTD PTRSHP OF ALLENDALE Reserve Fund Date: 05/31/2003

CENTURA 0411792217 Bank Ending Balance: 3952.54

All Uncleared Transactions <= 05/31/2003

Date	Chk #	Cleared	Amount	Vendor	Description
05/31/2003	SET	<input type="checkbox"/>	\$1,927.67	Disb Acct	Settlement

Add Comment

Save

Print

Cancel

GL Cash Accts	Amount
1320	\$79.32
1321	4,899.60
1322	.00

Outstanding: 1,927.67

Interest/Service Charges: 1.29

SubTotal: 5,878.92

Book Balance: 5,878.92

Out Of Balance: .00

- 4 In the Date text box, enter the date of the bank statement that you are reconciling.

- 5 Navigate out of the Date text box.

In the center of the window, the system displays all uncleared transactions that occurred on or prior to the date that you entered in step 4. The General Ledger cash accounts that correspond to the account you are reconciling appear at the bottom of the window.

- 6 In the Bank Ending Balance text box, enter the ending balance that appears in the bank statement.
- 7 In the Interest/Service Charges text box, enter the net amount of the interest and service charges that appear in the bank statement. If the interest is higher, enter a positive number. If the service charges are higher, enter a negative number.
- 8 In the list of details in the center of the window, select the Cleared check box in each line.



**Tip:** Instead of using your mouse, you can use the up and down arrow keys on your keyboard to navigate to the check boxes and use your keyboard spacebar to select them.

- 9 Review the GL Cash Accounts at the bottom of the window.

- 10 Check to make sure that the Out of Balance text box at the bottom of the window contains the value 0.00. If it does not equal 0.00 and you cannot bring the account into balance at this time, click the Comments button to add a comment explaining the out of balance situation. Enter the comment in the Comments window and click OK.

If you added a comment, it will appear in the Bank Reconciliation report that you print at the end of this procedure.



**Tip:** You can attempt to bring the account into balance by saving the reconciliation (steps 11 - 14), *not* printing the report (step 14), exiting the Reconciliation window (step 15), and looking in the General Ledger module or the bank statement for the discrepancy.

The current GL balances for the reconciliation period are copied into Cash Management each time you reconcile an account. It is possible that you simply need to post a transaction that was not posted. For instructions on posting transactions to GL, see the *General Ledger User's Manual*.

- 11 Click the Save button.

A window appears, asking which period to which you want to post the interest to General Ledger.

- 12 If the default period is not the period to which you want to post the interest to General Ledger, enter the correct period in the text box of the window. Otherwise, accept the default.

- 13 Click OK.

The information is saved and the interest is posted to General Ledger.

- 14 Click the Print button to print the Bank Reconciliation report.

The report is sent directly to the printer.



**Tip:** The report that is sent to the printer is a plain text report. If you want a report that is formatted in rich text, ask your system administrator if one is available. If it is, you can enter the directory path to it in the Preferences window, and when you click the Print button (step 14), the system will generate that version of the report. For more information, see *Setting User Preferences*.

- 15 To exit the Reconciliation window, click the **x** button in the upper right corner or the Cancel button in the lower left part of the window.

You return to the main screen.

## Adding Bank Accounts

The Add Account action enables you to add new bank accounts to the system.



**Note:** Before you add a new bank account, be sure to have the bank account name, bank name, ABA number, bank account number, and site number in front of you.

➤ **To add a bank account, do the following:**

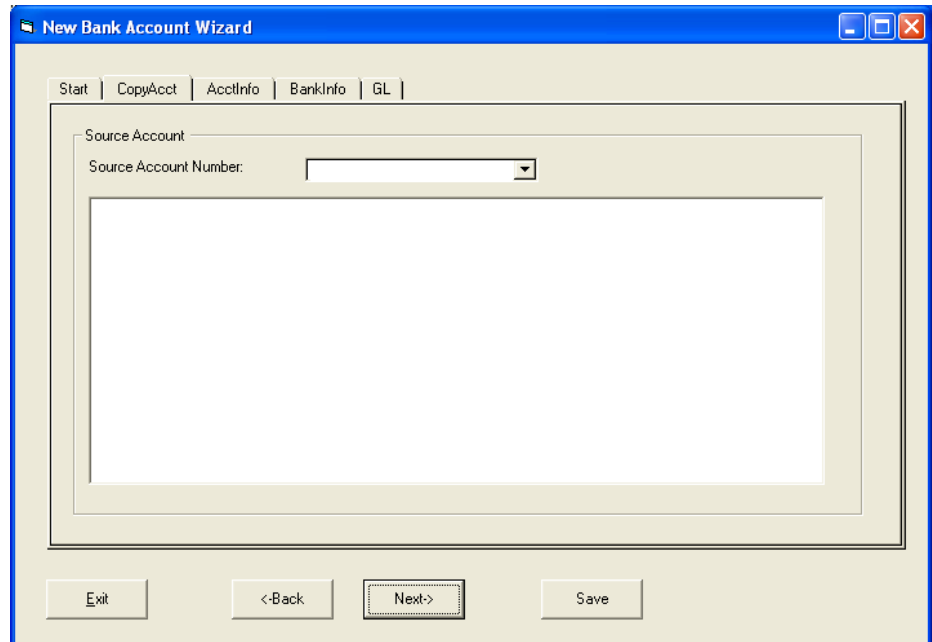
- 1 Click on the Actions label bar to display the available actions.
- 2 In the slider bar, click the Add Account folder icon.

The Bank Account Wizard appears.

- 3 Choose the type of account from the dropdown box and indicate if you want to copy an existing account (recommended).

- 4 Click Next.

The Editing New Bank Account window appears.



The screenshot shows the 'New Bank Account Wizard' window. The title bar is blue with standard window controls. The main area has a tabbed interface with tabs labeled 'Start', 'CopyAcct', 'AcctInfo', 'BankInfo', and 'GL'. The 'CopyAcct' tab is active. Within this tab, there is a 'Source Account' section containing a 'Source Account Number' dropdown menu. Below the dropdown is a large, empty rectangular box. At the bottom of the window, there are four buttons: 'Exit', '<Back', 'Next>', and 'Save'.

- 5 Choose a Source Bank Account to copy from the dropdown list.
- 6 Click the Next button.

- 7 Enter the new account number including any spaces
- 8 Enter Account Name as you want to appear on the check and in the Cash Management Check Register grid. For example, if a General Fund and a Security Deposit Account have the same “Account Name” you will want to add a distinctive difference so you can tell them apart in the grid, like “XXXXXX – SD”
- 9 MICR Format – Enter the same account number as above. If the MICR display under this field does not match the way your previous checks looked try adding a “d” to add a group separation. Try typing your MICR number then looking below in the formatted box.
- 10 Enter the Last Check # as one number less than your next Check Number will be.
- 11 Fractional Transit is a small group of numbers/text on your check. The number might look something like “175-110/125”. If you don’t have one just skip this.
- 12 Usually you will leave the GL Template and See Division alone.
- 13 CHANGE the Site Number to the site number for this Account.
- 14 Leave Sequential Deposits checked and check Commercial account if this is a commercial account.



## 15 Press the Next button

**New Bank Account Wizard**

Start | CopyAcct | AcctInfo | **BankInfo** | GL

Bank Name: Brents Big Bank

ABA/Routing #:

ABA Deposit #:

Street Add1: 777 Main St

Street Add2: ?

Bank City: Hartford

Bank State: CT

Street Zip: 06115

PO Box: 0

PO Box Zip: 0

Phone1: 0

Phone 2: 0

Fax: 0

Contact 1: ?

Email: 0

Exit <-Back **Next->** Save

## 16 Type Bank Name as you want it to appear on the checks.

## 17 Enter the ABA Routing # and the ABA Deposit #. If your bank does not have a different number for Deposits enter the same ABA number as above.

## 18 Enter Bank City and State. None of the remaining fields on this tab are required.

## 19 Press Next Button.

**New Bank Account Wizard**

Start | CopyAcct | AcctInfo | BankInfo | **GL**

GL Deposit Debit Account (default GL account that will be debited for a deposit, in Cash Management): 1100

GL Cash Out Account (default GL account that will be credited for a check (i.e., checks that reflect withdrawals; the credit side of the cash account) eg. Cash Mgt AP check default cash account): 1100

GL Cash Account 1 (primary GL account that is used when reconciling the bank account): 1100

GL Cash Account 2 (secondary GL account that is used when reconciling the bank account): ?

GL Cash Account 3 (secondary GL account that is used when reconciling the bank account): ?

GL Interest Account (default GL account to which interest is posted and service charges are credited during the account reconciliation process): 5410

GL Service Chg Account (default GL account to which Svc Chg is posted and service charges are credited during the account reconciliation process): 6309

Press F2 to see List of Accounts

Exit <-Back **Next->** Save

## 20 The settings on this page determine the default account numbers that are used by MultiSite when writing checks and deposits. The settings from

the account you copied pre-fill this page. You may change these settings. If you are in doubt please call or email MultiSite technical support.



**Note:** place your cursor in an account field and tab off the account. The description field to the right will fill with the account number description.

21 Press the Save button.

22 Next, add Links:

If you use the Accounts Payable and/or Tenant modules of the MultiSite Suite in addition to the Cash Management module, it is necessary to set up links that “tell” those modules which account to use to deposit rents and security deposits and to write checks.



**Tip:** Links can also be added to an account at any time by using a separate procedure in the Actions slider bar (for more information, see *Adding & Removing Links to Bank Accounts*). However, it is advisable to add them at this point in the Add Account procedure because it is easy to forget them, afterwards.

23 Click the Add Link button at the bottom of the Editing New Bank Account window.

The Insert New Link window appears.

Existing Links for 456-456-456; Status = 'Active'	
Site No	Acct Type

Add A Link:

SiteNo:

AccountType:

24 In the Site No. (Site Number) text box, enter the site number that will be using the new account.

25 From the Account Type drop-down list, select the type of account that you want to link to the new account (e.g., General Fund).

**26** Click the Save button.

The site number and account type you just linked appear in the list on the left side of the window.

**27** Repeat steps 10-12 for each of the other account types used by the site. For example, if the new account is a security deposit account, you would add a link for the security deposit account type, another one for the rent account type, another for disbursement, and so forth.

**28** If you enter a link in error, you can remove it by selecting the link in the Existing Links section of the window and then pressing the Delete key on your keyboard.



**Tip:** It is necessary to click on the selection bar to select a row in the Existing Links section of the window.

**29** When you are finished adding links for the new account, click the **x** button in the top right corner or the Close button in the lower left part of the Insert New Link window.

You return to the Editing New Bank Account window.

**30** To exit the window, click the **x** in the top right corner or the Quit button in the lower left part of the window.



**Note:** When you first add an account, it is only necessary to define the 5 fields that appear in the Editing New Bank Account window. However, in order for all parts of the system to work properly, it is necessary to define a value for the additional fields that are identified below. You enter this information in the standard two-column view in the system (for instructions, see *Viewing & Modifying General Bank Account Details*).

Use the information below as a guide while entering this information. For convenience, the information is repeated in the *Cash Management Administrator's Guide*.

- ◆ Bank City - city where the bank or bank branch is located.
- ◆ Bank State - state where the bank or bank branch is located.
- ◆ Crnt Balance - current account balance. This is usually 0. If entering an existing account, process a Memo Deposit to establish a

beginning balance.

- ◆ Status
- ◆ GL Acct Number - the default GL account that will be debited for a deposit.
- ◆ GL Acct Num Int - the default GL account to which interest is posted and service charges are credited during the account reconciliation process.
- ◆ GL Acct Num Srv - this field was originally designed to be the default GL account code for account service charges. However, it is not applicable at this time because the GL Acct Num Int field handles both interest and service charges at this time.
- ◆ GL Acct Num Out - the default GL account that will be credited for a check (i.e., checks that reflect withdrawals; the credit side of the cash account).



**Note:** Often, one physical bank account will be divided into more than one General Ledger account (i.e., the General Fund bank account may actually contain tax and insurance escrow money that is broken out separately on the General Ledger).

You enter values for divided GL accounts in the standard two-column view (for instructions, see *Viewing & Modifying General Bank Account Details*).

Use the information below as a guide while entering this information. For convenience, the information is repeated in the *Cash Management Administrator's Guide*.

- ◆ GL Acct Number 1 - primary GL account that is used when reconciling the bank account.
- ◆ GL Acct Number 2 - secondary GL account that is used when reconciling the bank account.
- ◆ GL Acct Number 3 - secondary GL account that is used when reconciling the bank account.
- ◆ Bank Contact - the contact person at the bank.
- ◆ Phone Number - the phone number of the contact person at the bank. This number will be printed on Transfer reports.
- ◆ Fax Number - the fax number of the contact person at the bank. This number will be printed on Transfer reports.
- ◆ E-mail Address - the e-mail address of the contact person at the bank.

## Adding & Removing Links to Bank Accounts

If your company uses the Accounts Payable and/or Tenant module of the MultiSite Suite in addition to the Cash Management module, it is necessary to set up links that “tell” the other modules which account to use to deposit rents and security deposits, write checks (disbursements), and so forth. The Add Link action enables you to set up those links. It also enables you to remove links that your site no longer uses.



**Tip:** You can also add links while adding a new account to the Cash Management system. For instructions, see *Adding Bank Accounts*.

➤ **To add and remove links for an account, do the following:**

- 1 Display and select the account for which you want to add links, using the instructions in the topic *Viewing a General List of Accounts*.
- 2 Click on the Actions label bar to display the available actions.
- 3 In the slider bar, click the Add Link folder icon.

The Insert New Link window appears.

Existing Links for 456-456-456; Status = 'Active'	
Site No	Acct Type

Add A Link:

SiteNo:

AccountType:

- 4 In the Site No. text box, enter the site number that will be using the selected account.
- 5 From the Account Type drop-down list, select the type of account that you want to link to the selected account (e.g., General Fund).
- 6 Click the Save button.

The site number and account type you just linked appear in the list on the left side of the window.

- 7 Repeat steps 4-6 for each of the other account types used by the site. For example, if the selected account is a security deposit account, you would add a link for the security deposit account type, another one for the rent account type, another for disbursement, and so forth.
- 8 If a site is no longer using a link, you can remove it from the system by selecting the row that you want to remove and then pressing the Delete key on your keyboard.



**Tip:** It is necessary to click on the selection bar to select a row in the Existing Links section of the window.

- 9 When you are finished adding and removing links for the selected account, click the **x** button in the top right corner or the Close button in the lower left part of the Insert New Link window.

You return to the main screen.



**Note:** At a minimum, the following links are mandatory:

- ◆ The account that you are going to write checks from AP needs a link to “Disbursement”.
- ◆ The account that you are going to deposit rent or site receipts from the Tenants module needs a link to “Rent”.
- ◆ The account that you are going to deposit security deposits from the Tenants module needs a link to “Security Deposit”

## Allocating Security Deposit Interest to Tenant Accounts



**Note:** This procedure is only performed for tenants whose leases state that they receive interest on their security deposits.

Some tenants' security deposits are held in interest bearing bank accounts. Each period, after you reconcile the accounts, the interest that these security deposits earn must be allocated to all corresponding accounts of tenants whose leases indicate that they earn interest on their security deposits. The SD Interest action enables you to update tenant accounts, accordingly.

➤ **To allocate security deposit interest to tenants' accounts, do the following:**

- 1 Check to see that the account for which you are allocating security deposit interest has been reconciled. If its most recent bank statement has not been reconciled, reconcile the account at this point in the procedure (for instructions, see *Reconciling Accounts*). If it has already been reconciled, skip to step 2.

- 2 If the Actions label bar isn't already open, click on it to display the available actions.

- 3 In the Actions slider bar, click the SD Interest folder icon.

A login window appears.

- 4 Click OK to log in.

The Security Deposit Interest Allocation window appears.

**Security Deposit Interest Allocation Form**

Pick Site:

Site Summary:

Transaction Date:

Transaction Period:

Post Period:

Interest Amount to Spread:

Unit	Tenant Name	Status	MI Date	MO Date	SD Balance	Earned	Spread
You may enter spread amounts manually							

Fill Grid    Recalc    Close    SD Balance: \$0.00    No data

- 5 In the Pick Site drop-down list, select the site to which you are allocating interest.

The last period in which interest was allocated to tenants at the selected site appears in the Site Summary text box.

- 6 In the Transaction Date text box, accept the current (today's) date.
- 7 In the Transaction Period text box, the period in which the interest was actually earned automatically appears. Accept this default.
- 8 In the Post Period text box, accept the default current period. This is the period to which you will be posting the earned interest to the tenants' accounts.





**Tip:** The period that appears in the Transaction Period text box should be the one immediately following the period that appears in the Site Summary text box. The period that appears in the Post Period text box should be the one immediately following the Transaction period. If the periods are not ordered in this way, it probably means that the bank account needs to be reconciled, as indicated in step 1 of this procedure.

- 9 In the Interest Amount to Spread text box, enter the total amount of the interest earned that appears on the bank statement.
- 10 Click the Fill Grid button at the bottom of the window to display the corresponding tenant account records.

A record of each tenant whose security deposit is held in the interest bearing account appears in the center part of the window. The total amount of interest in the account is automatically allocated to each tenant's account; the amounts for each tenant appear in the Spread column.

**Security Deposit Interest Allocation Form**

Pick Site: KINGSTREE  
 Site Summary: KINGS CROSSING  
 Last SD Period: 042003

Transaction Date: 06/12/2003  
 Transaction Period: 052003  
 Post Period: 062003  
 Interest Amount to Spread: 3.29

Unit	Tenant Name	Status	MI Date	MD Date	SD Balance	Earned	Spread
K101A	JOHNSON, NAKENIA	CURRENT	08/01/2002		\$50.13	31	\$0.03
K101B	GRAHAM, TESHEKIA	CURRENT	05/16/2000		\$50.20	31	\$0.03
K101B	NELSON, JEMIMA	CURRENT	04/15/2003		\$157.03	31	\$0.11
K101C	SINGLETARY, MAMIE	CURRENT	11/01/1997		\$162.98	31	\$0.11
K101D	WAGNER, FELICIA	CURRENT	04/02/1992		\$100.28	31	\$0.07
K101D	SCOTT, OLANDA	CURRENT	11/05/2002		\$50.15	31	\$0.04
K101E	MCCLARY, CARRIE	CURRENT	09/01/1982		\$50.84	31	\$0.04
K101F	CONYERS, RONDA	CURRENT	12/01/1987		\$85.08	31	\$0.06
K101G	GAMBLE, SAINTERE	CURRENT	10/09/2002		\$182.49	31	\$0.13
K101H	TISDALE, ANGEL	CURRENT	01/01/1989		\$182.82	31	\$0.13
K102A	GRANT, JOHNNIE	CURRENT	01/22/1989		\$50.62	31	\$0.03
K102B	BROCKINGTON, SUSAN	CURRENT	09/01/1982		\$50.83	31	\$0.03
K102C	SCOTT, DANA	CURRENT	06/11/1996		\$108.75	31	\$0.07
K103A	WILSON, LAKEESHA	CURRENT	07/01/1998		\$50.27	31	\$0.03
K103B	WAGNER, SHARMAIN	CURRENT	05/19/1993		\$0.72	31	\$0.00
K103C	HARRISON, SHANNON	CURRENT	03/21/1997		\$130.82	31	\$0.08
K103D	MOUZON, DOROTHY	CURRENT	04/01/1986		\$82.11	31	\$0.05
K104B	THOMAS, TARSHA	CURRENT	07/09/2001		\$50.17	31	\$0.03
K104C	MOSE, LATRETTA	CURRENT	07/24/1998		\$197.05	31	\$0.12
K104C	GREENE, DWAYNE	CURRENT	02/21/2003		\$264.12	31	\$0.17

SD Balance: \$5,180.66    Spread Balance: \$3.29  
 In balance

Buttons: Spread Interest, Save, Cancel

- 11 If you want to change the spread, you can edit the numbers in the Spread cells.



**Tip:** To restore the amounts that the system originally spread over each account, click the Spread Interest button.

- 12 Click the Save button.

The amounts that appear in the Spread column are added to the tenants' accounts. A message box appears, asking if you want to print a log of the interest earned by each tenant in the transaction period.

- 13 If you want to print the log, click Yes in the message box. If you do not, click No.
- 14 To exit the window, click the **x** in the upper right corner or the Close button at the bottom of the window.

You return to the main screen.

## Generating & Printing Reports

Cash Management reports are generated from the Reports slider bar.

After you generate a report, it is displayed in the Reports window, where you can view the report, print it, export it to a file, or send it as an e-mail attachment. Instructions for each of these procedures follow.

### Generating Reports

- To generate a report, do the following:

- 1 If the Reports label bar isn't already open, click on it to display the Other Reports icon.



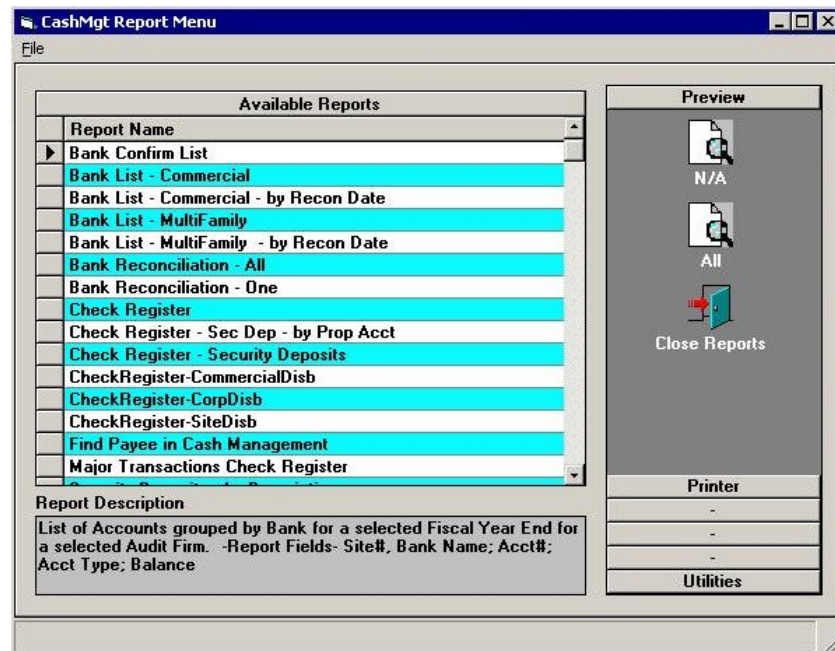
- 2 In the Reports slider bar, click the Other Reports icon.

The Cash Management Report Menu window appears, as shown below. It displays the reports that are assigned to you.



**Note:** If a report that you expect to see does not appear, speak to your supervisor or system administrator about adding the report to your assigned list.

assigned list.



- 3 Scroll down the list of reports until you find the one you want to view. Then click on the report name to select it.



**Tip:** An arrow appears in the selection bar next to the report that you selected. A description of the report is displayed in the Report Description box at the bottom of the window.

- 4 Do one of the following:

Click the All icon in the Preview slider bar on the right side of the Cash Management Report Menu window.

Double-click on the report name.

If report parameters are associated with the selected report, a report parameters window appears. Each parameter window contains different options, depending on which report you selected in step 3.

- 5 Select and/or enter the parameter values by which you want to filter the selected the report.
- 6 Click OK.

The selected report appears in the Reports window, as shown below.

Check #	Check Dt	Vendor Name	Site#	UserID	Batch#	Deposits	Cash Mot Cks
<b>01/04/2000</b>							
106251	01/04/2000	Guardsmark, Inc.		0 kim	6,371		-4,320.00
DEP	01/04/2000	Ed Whitehead		0 kim	6,357	-20.00	
DEP	01/04/2000	See Attached		0 kim	6,357	103,388.73	
DEP	01/04/2000	See Attached		0 kim	6,357	934.00	
DEP	01/04/2000	Ed Whitehead		0 kim	6,357	20.00	
						104,322.73	-4,320.00
<b>01/05/2000</b>							
106266	01/05/2000	General Maintenance Company	121	kim	6,387		
106322	01/05/2000	Exit Services, LLC	256	kim	6,387		
106324	01/05/2000	Oldies 93	256	kim	6,387		
106270	01/05/2000	RSM McGladrey, Inc.	121	kim	6,387		
106252	01/05/2000	BROOKS, PIERCE, MCLENDON,	121	kim	6,387		
106288	01/05/2000	BRADY SERVICES, Inc	220	kim	6,387		
106253	01/05/2000	BROWNING FERRIS IND. PIEDMONT TRI	121	kim	6,387		
106253	01/05/2000	BROWNING FERRIS IND. PIEDMONT TRI	121	kim	6,390		

- 7 To navigate in the report, print the report, export it to a file, or send it to someone as an e-mail attachment, use the instructions in the *Navigating in, Printing, Exporting, and E-mailing Reports* section below.
- 8 To close the Reports window, click the **x** button on the toolbar or in the upper right corner of the window.

You return to the Cash Management Report Menu window.

- 9 Click the Close Reports icon in the Preview slider bar of the Cash Management Report Menu window.

You return to the main screen.

## Navigating in, Printing, Exporting, and E-mailing Reports

Use the toolbar buttons and labels (shown below) to navigate among the report pages, print the report, export the report to a computer file, and/or send the report as an e-mail attachment to a specified e-mail recipient.



Explanations of each button and label (in sequential order from left to right) are as follows

- ◆ The red **x** closes the window.
- ◆ The first left-arrow goes to the 1<sup>st</sup> page in the report.
- ◆ The second left-arrow goes to the previous page in the report.
- ◆ The “1 of 2” indicates the page number that is currently displayed (page 1), followed by the total number of pages (2 pages).
- ◆ The first right-arrow goes to the next page in the report.
- ◆ The last right-arrow goes to the last page in the report.
- ◆ The square stops the viewer from searching for a particular page. You can use this button if you click the 1st page button or last page button, and it is taking too long for the viewer to find the page, due to the length of the report. The reports window displays whatever page the system is retrieving at the moment you click this stop button.
- ◆ The print button prints the report.
- ◆ The print-and-wrench button opens the Printer Setup window to select printer options, such as Landscape orientation for reports that are too wide to print in Portrait orientation.
- ◆ The envelope button is the export button. It opens a standard export window that enables you to export the report to a file or to send it as an e-mail attachment to an e-mail address that you specify.
- ◆ The 100% drop-down list enables you to select different sizes in which to view the current page, creating the effect of zooming in and out.
- ◆ The number next to “Total” indicates the total number of records that are in the report.
- ◆ The percentage that appears next to the Total Records indicator is the percentage of records in the report that have been processed by the system.
- ◆ “49 of 49” label indicates the number of records in the report that have been processed by the system, as well as the total number of records in the report.



**Note:** Some of these features are not available when using a Microsoft Terminal Server connection. Some of the features that are NOT available, at time of this writing are:

- ◆ Email Crystal Reports
- ◆ Export Crystal Report

## Setting User Preferences

The user preferences feature enables you to set default values that the system uses when you work with records in the Cash Management database. You can set any of the following defaults:

- ◆ The current period in which you view and manage records throughout Cash Management.
- ◆ The period in which you reconcile bank statements with bank accounts (see *Reconciling Accounts*).
- ◆ When you filter the accounts in the Account List by company division, it lets you select the division. (For instructions on viewing the Account List, see *Viewing a General List of Accounts*).
- ◆ When you filter the accounts in the Account List by account type, it lets you select the account type. (For instructions on viewing the Account List, see *Viewing a General List of Accounts*).
- ◆ When you filter the transactions in the check Register by a date range, it lets you select the date range. (For instructions on viewing the Register, see *Viewing & Printing Account Registers*).

For more information about filtering records, see *Filtering Records for Customized Viewing* in the *Viewing Bank Accounts (Views)* section.)

The user preferences feature also enables you to do the following:

- ◆ Set the default location on your computer system where the system stores Cash Management reports and documents.
- ◆ Select specific report formats for printing deposit slips, checks, bank reconciliation reports, and check register print-outs.
- ◆ Select the default printer to which checks and deposits are sent for printing.

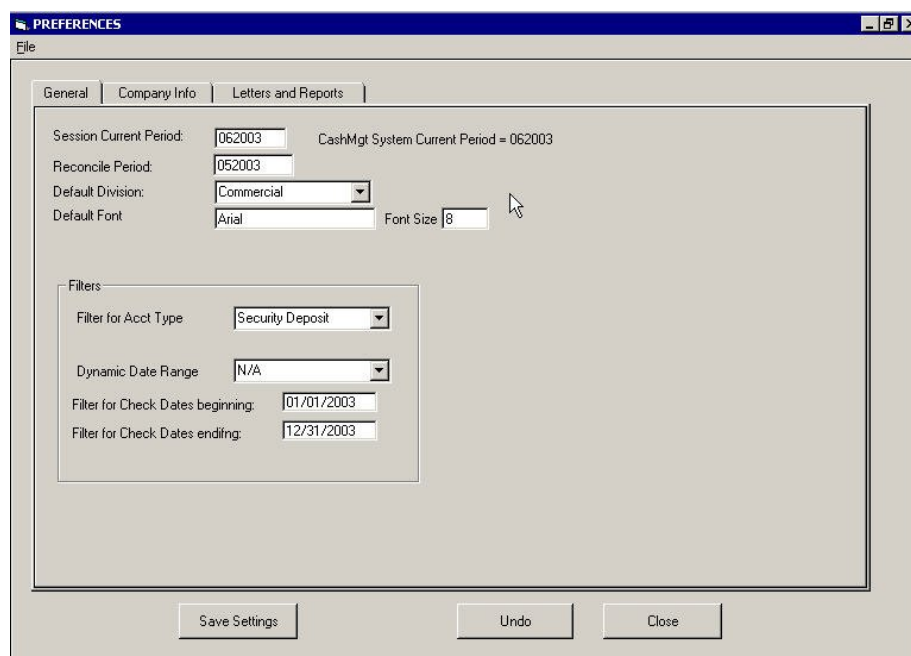
➤ **To set user preferences, do the following:**

- 1 In the main screen, do one of the following:

Click the User Preferences button in the toolbar.

From the Tools menu, choose Preferences.

The Preferences window appears, and the General tab is displayed.

The screenshot shows a 'PREFERENCES' window with a 'File' menu and three tabs: 'General', 'Company Info', and 'Letters and Reports'. The 'General' tab is active. It contains several input fields: 'Session Current Period' (062003), 'Reconcile Period' (052003), 'Default Division' (Commercial), and 'Default Font' (Arial). A 'CashMgt System Current Period = 062003' label is also present. A 'Filters' section includes 'Filter for Acct Type' (Security Deposit), 'Dynamic Date Range' (N/A), 'Filter for Check Dates beginning' (01/01/2003), and 'Filter for Check Dates ending' (12/31/2003). At the bottom are 'Save Settings', 'Undo', and 'Close' buttons.

- 2 If you want to change the current period in which you want to view and manage account data, enter the period in the Session Current Period text box.



**Note:** When you change the default current period, the new default value only appears during the current session. When you exit Cash Management, the default current period automatically resets to the actual current period. The actual current period is set by the system administrator at the beginning of each period.

- 3 If you want to change the period for which you are reconciling a bank statement, enter the period in the Reconcile Period text box.
- 4 If you are filtering account records by division, select the division from the Default Division drop-down list.

The accounts that appear in the general Account List when you de-select All Divisions in the View menu will be filtered accordingly.

- 5 If you are filtering account records by account type, select the account type from the Filter for Acct Type drop-down list.

The accounts that appear in the general Account List when you select Filter Acct Type from the View menu will be filtered accordingly.

- 6 If you are filtering check register transactions by a range of dates, enter the beginning date in the Filter for Check Dates Beginning text box; then enter the ending date in the Filter for Check Dates Ending text box.

The transactions that appear in the check register when you select Filter Date Range from the View menu will be filtered accordingly.

- 7 Click the Save Settings button to save the default values that you selected or entered.
- 8 Click the Letters and Reports tab in the Preferences window.

The following tab appears in the window:

The screenshot shows the 'PREFERENCES' window with the 'Letters and Reports' tab selected. The window contains the following fields and controls:

- Default Report Location:** W:\Reports\CashMgt\
- Default Document Location:** W:\nt1\nt1\_root\ssqldata\letters\
- Deposit Printing:** W:\Reports\CashMgt\PrintDeposit.rpt
- Check Printing:** W:\Reports\CashMgt\CashMgtCheck.rpt
- Check Register Report:** W:\Reports\CashMgt\CashMgtCheckRegister.rpt
- Bank Reconcile Report:** (Empty text box)
- Default Letters Location:** W:\Letters\CashMgt\
- Check Printer:** Client\ROBV#\HBM-MAIL1\APcheck (dropdown menu)
- Letter Printer:** Client\ROBV#\LaserJet 4200 (dropdown menu)
- Paper Birt:** Auto (dropdown menu)
- Buttons:** Save Settings, Undo, Close

- 9 If you want to change the location where the system saves and stores exported reports, double-click inside the Default Report Location text



box. Then, in the browse window that appears, select the alternate location in the file directory.

- 10 If you want to change the location where the system saves and stores exported documents, double-click inside the Default Document Location text box. Then, in the browse window that appears, select the alternate location in the file directory.



**Note:** Currently, there are no documents that are generated in Cash Management. The Default Document Location preference is for future reference.

- 11 If you want to define specific formats for deposit slips, checks, check register reports, or bank reconciliation reports, double-click inside the Deposit Printing, Check Printing, Check Register Report, or Bank Reconcile Report text box. Then, in the browse window that appears, navigate to and select the specific report file that you want to use.
- 12 If you want to change the location where the system saves and stores exported letters, double-click inside the Default Letters Location text box. Then, in the browse window that appears, select the alternate location in the file directory.



**Note:** Currently, there are no letters that are generated in Cash Management. The Default Letters Location preference is for future reference.

- 13 If you want to change the printer to which checks and deposit slips are sent for printing, select it from the Check Printer drop-down list.
- 14 If you want to change the printer to which letters are sent for printing, select it from the Letter Printer drop-down list.



**Note:** Currently, there are no letters that are generated in Cash Management. The Letter Printer preference is for future reference.

- 15 Click the Save Settings button.
- 16 If you want to enter company information, click on the Company Info. tab in the Preferences window and change the default settings in that tab. Be sure to click the Save Settings button after working in the tab.

- 17 To exit the Preferences window, click the **x** in the upper right corner or the Close button in the bottom part of the window.

You return to the main screen.

## Setting Reminders

You can set reminders for yourself in the Cash Management system. The system displays the reminders when you log into the system, so that you won't forget important tasks. For example, if you set a reminder for every Thursday, the system displays the reminder every Thursday, as soon as you log into Cash Management.

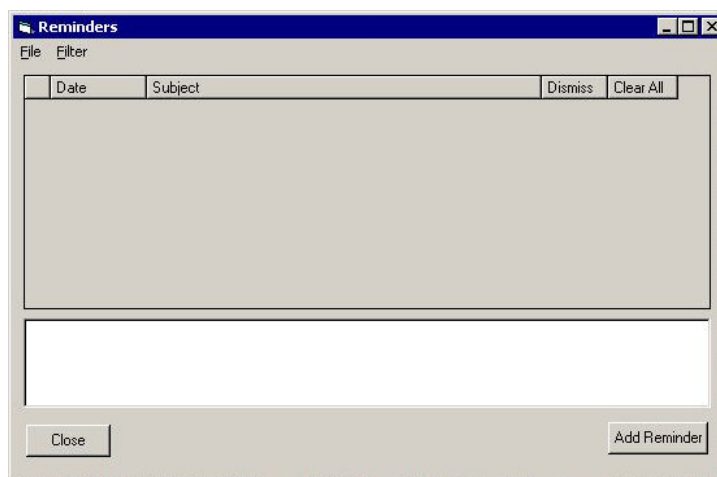


**Note:** In order for the system to display reminders, the Show Reminders command on the Tools menu must be selected.

➤ **To set reminders, do the following:**

- 1 From the Tools menu of the main screen, choose Show Reminders.

The Reminders window appears.



- 2 Click the Add Reminder button.

The Add Reminder window appears.

The screenshot shows a software window titled "Add Reminder". Inside the window, there is a section titled "Add a Reminder". Below this title, there is a "Reminder Frequency" list box containing various options such as "Once", "Every Day", "1st of Every Month", "2nd Week Every Month", "Every Monday", "Every Tuesday", "Every Wednesday", "Every Thursday", "Every Friday", "Every Saturday", "Every Sunday", "Every Weekday", and "Every Weekend". To the right of the list box, there are two date selection boxes labeled "Beginning Date" and "Ending Date", both of which are set to "06/13/2003". Below these date boxes are two text input fields labeled "Subject" and "Description". At the bottom right of the window, there are two buttons: "Close" and "Save".

- 3 In the Beginning Date text box, select or enter the date on which you want the reminder to start.
- 4 In the Ending Date text box, select or enter the date on which you want the reminder to end.
- 5 In the Subject text box, enter the subject of the reminder.
- 6 In the Description text box, enter a detailed description of the reminder.
- 7 In the Reminder Frequency list, select the frequency with which you want to be reminded.
- 8 Click the Save button.

A message box appears, indicating that the reminder has been saved in the system.

- 9 Click OK in the message box.
- 10 To exit the window, click the **x** button in the top right corner or the Close button in the bottom part of the window.

You return to the Reminders window.

- 11 To add another reminder, repeat steps 2-10.
- 12 To exit the Reminders window, click the **x** button in the top right corner or the Close button in the bottom part of the window.

You return to the main screen.



**Tip:** After you add reminders, they appear in a list in the Reminders window according to the frequency that you set in step 7. You can dismiss a reminder by clicking inside the corresponding check box in the Dismiss column. You can also dismiss all related reminders by clicking inside the corresponding check box in the Clear All column. If you use these features to dismiss reminders, they do not appear in the Reminders window when you log into the system.

## Displaying the Windows Notepad & Calculator

If you want to open the Windows Notepad® or Calculator® to use while you are working in the Cash Management module, choose Notepad or Calculator from the Tools menu.